



Town of Dumfries  
Council Meeting

Meeting Date: April 3, 2012

Agenda Item# X-E

## AGENDA ITEM FORM

**TYPE OF AGENDA ITEM:**

- ☐ CONSENT AGENDA  
☐ PRESENTATION  
☒ ACTION ITEM  
☐ TOWN MANAGER & STAFF COMMENTS  
☐ PUBLIC HEARING  
☐ Duly Advertised

**PURPOSE OF ITEM:**

- ☐ INFORMATION ONLY  
☐ DISCUSSION ONLY  
☒ DISCUSSION AND/OR DECISION  
☐ Introduction ☐ Resolution  
☐ Ordinance ☐ Grant/MOU  
☒ By Motion ☐ Bylaws

**PRESENTER:** David Moss & Gregory Tkac

**PRESENTER TITLE:** Zoning Administrator & Public Works Director

**AGENDA ITEM:**

Proposed Changes to the Fee Schedule

**BACKGROUND / SUMMARY:**

The Fee Schedule was last updated June 1, 2004. Needs revision to accommodate increasing complexity, increasing development pressure, increased statutory review requirements, and staffing changes, as well as inflation.

Current fee schedule is overly complicated and difficult to understand and enforce. Staff proposes a simplified fee schedule that accommodates updated fees and attempts to make the document easier to understand and enforce.

**ATTACHMENTS:**

Staff report, analysis, existing Fee Schedule, proposed Fee Schedule

**REQUESTED ACTION:** ☐ NO ACTION REQUESTED

Move for a public hearing at next available date

**FOR MORE INFORMATION, CONTACT:** Name: Gregory Tkac or David Moss

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[dmoss@dumfriesva.gov](mailto:dmoss@dumfriesva.gov)

**FOR USE DURING MEETING**

**VOTE:**

☐ PASSED

☐ NOT PASSED

Y N

☐ ☐ Barr  
☐ ☐ Jurgensen  
☐ ☐ West

Y N

☐ ☐ Foreman  
☐ ☐ Toney

Y N

☐ ☐ Forrester  
☐ ☐ Washington



## DUMFRIES, VIRGINIA

Virginia's Oldest Continuously Chartered Town  
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17755 Main Street  
Dumfries, Virginia 22026-2386  
Tel: 703-221-3400 / Fax: 703-221-3544  
[www.dumfriesva.gov](http://www.dumfriesva.gov)

**To:** Town Council

**From:** David Moss, Zoning Administrator  
Gregory Tkac, Director of Public Works

**Date:** March 28, 2012

**RE:** Proposed Changes to the Fee Schedule

### Existing Fee Schedule

The Town has on record an adopted Fee Schedule which sets the rates for applications, reviews, permits, and inspections. State enabling legislation for the levying of fees for building-related permits and inspections is contained in the Code of Virginia, § 36-105(A), which states: "Fees may be levied by the local governing body in order to defray the cost of such enforcement and appeals." State enabling legislation for the levying of fees for zoning-related permits and inspections is contained in the Code of Virginia, § 15.2-2286(A)(6), which states that a local ordinance may allow for: "...the collection of fees to cover the cost of making inspections, issuing permits, advertising of notices and other expenses incident to the administration of a zoning ordinance or to the filing or processing of any appeal or amendment thereto."

Section 14-5 of the Town Code, *Schedule of permit fees*, states:

A schedule of fees for permits issued pursuant to this chapter, as adopted and amended from time to time by the council, shall be maintained on file in the office of the town clerk and shall be available for public inspection during regular business hours.

### Changes Over Time

The Town's fee schedule was last updated June 1, 2004. In the intervening years, development has occurred and increasing requirements have been made of staff time. In addition, the organization of Town government has changed. In 2004, the Zoning Administrator, Building Official, and Director of Public Works functions were all staffed by a single employee. With increasing complexity, increasing development pressure, and increased statutory review requirements, staffing has been changed to adapt to the new circumstances. While the Town's Building Official is currently the Director of Public Works, the actual functions of building plan review and building inspections are conducted by a consultant hired by the Town. The Zoning Administrator function is staffed by a separate individual.

Many of the surrounding jurisdictions have continued to update their fee schedules over time to adapt to the changing circumstances, but the Town of Dumfries has not. It is appropriate to examine the fee schedule every few years, though changes are not always required. Because of the age of the existing fee schedule and the changes to the functions performed in the review of

development applications, the Town should update its fee schedule to reflect the true costs of review.

#### Building Fee Levy

Section 14-6(a) of the Town Code, *Collection of state levy to support training relating to building code*, states:

The building official shall collect, in addition to any other building permit and inspection fee imposed by this article, the fee authorized by regulation of the board of housing and community development pursuant to Code of Virginia, § 36-137(7).

This 2% levy has been collected on all fees contained in the fee schedule, as the fee schedule is designated as the "Department of Public Works, Office of Building Development Fee Schedule." However, as this levy is intended to support the education of building officials for the purposes of building inspections, it is inappropriate to apply this levy to permits and reviews involving zoning permits and inspections, site plans, and planning applications.

This 2% levy also causes customers to pay strange amounts such as \$37.74 or \$45.90. These amounts create confusion, errors, and additional staff time to deal with the awkward amounts. In order to add convenience to the process for the citizens, developers, and contractors, it is recommended that the Town adopt a fee schedule for building fees with the fee included. Therefore building fees listed in the schedule would actually be charged for town purposes at 98.0392% of the listed rate. As an example, a building fee listed as \$300 would actually consist of a fee of \$294.12 for the Town, and \$5.88 (2% of \$294.12) as a levy to be transmitted to the State Board of Housing and Community Development. As staff must input fees and levies separately in the permit manager computer system already, staff would be able to keep a handy table ready at hand to spell out the exact portion of the fee for the Town and the portion that goes to the state.

#### Organization

The current fee schedule is awkward and complicated, with a total of 27 pages. Staff has streamlined the document, combined fee categories, and reduced the document to 3 pages. The fee schedule now has four primary categories: 1) Site Plan Fees related to site plans which are jointly reviewed by the Director of Public Works and the Zoning Administrator; 2) Labor and Equipment Rates incurred by the Department of Public Works; 3) Zoning Fees related to planning and zoning applications that are the sole responsibility of the Zoning Administrator; and 4) Building Fees related to building permits and inspections that are the sole responsibility of the Building Official.

#### Proposed Changes

As can be seen in the attached documents, the fee schedules of nearby jurisdictions were consulted. In addition, the work typically involved in each type of application was reviewed. The Zoning fees are based primarily on typical work required by each permit. Building fees are based primarily on the cost of the Town's contractor to review the documents, as well as additional costs incurred by the Director of Public Works and administration costs for reviewing, transmitting, and processing the applications. Labor and equipment rates are based primarily on



the cost of the Town's contractor to perform the work, as well as additional costs incurred by the Director of Public Works and administration costs for the work. The Site Plan fees are based on a combination of typical work required by each permit and the cost of the Town's contractor to review the plans.

**Attachments**

- A. Comparison of Zoning Fees to nearby jurisdictions
- B. Analysis of Zoning Fees based on staff time
- C. Proposed Fee Schedule
- D. Existing Fee Schedule



	<b>Buildings, Occupancy, &amp; Accessory Structures</b>		
	<b><u>Zoning Approval for Occupancy (tenant unknown)</u></b>	<b><u>Zoning Approval for Occupancy (tenant known)</u></b>	<b><u>Zoning Approval for accessory residential structures</u></b>
Town of Dumfries	\$0	\$0	\$0
Fairfax County	3.3% of the estimated cost of work	\$0	\$0
Prince William County	\$26	\$26	\$26
Stafford County	\$125 or \$250	\$125 or \$250	\$0
City of Falls Church	n/a	n/a	\$50
City of Manassas Park	\$50	\$50	\$0
City of Manassas	n/a	n/a	\$50
Town of Vienna	\$0	\$0	\$0
City of Fairfax	\$0	\$0	\$0
Town of Leesburg	\$50	\$50	\$30

	<b>Planning Applications</b>	
	<b><u>Application for Rezoning</u></b>	<b><u>Zoning Text Amendment</u></b>
Town of Dumfries	\$500	\$300
Fairfax County	\$27,280 + \$570 or \$910 per acre base fee: \$4245 minimum, \$8491	n/a
Prince William County	maximum + fee per acre: \$130 minimum, \$260 maximum	n/a
Stafford County	\$4,375 - \$12,500 + \$125 per acre over 5	n/a
City of Falls Church	\$2,000 - \$2,400 + \$50 per 1,000 square feet of land	\$500
City of Manassas Park	\$2,000 + \$200 per acre - \$2,500 + \$250	\$500
City of Manassas	\$150 - \$600 + \$30 per acre	n/a
Town of Vienna	\$2,000	n/a
City of Fairfax	\$10,000 + \$500 per acre	n/a
Town of Leesburg	\$16,000 or \$32,000	n/a

	<b>Special Exceptions</b>	
	<b><u>Conditional Use Permit (residential)</u></b>	<b><u>Conditional Use Permit (non-residential)</u></b>
Town of Dumfries	\$300	\$300
Fairfax County	\$16,375	\$16,375
Prince William County	\$130 - \$9,737	\$130 - \$9,737
Stafford County	\$9,750 + \$125 per acre over 5	\$9,750 + \$125 per acre over 5
City of Falls Church	\$200 or \$500	\$1,500
City of Manassas Park	\$1,000	\$1,000
City of Manassas	\$300	\$500 or \$1000
Town of Vienna	\$400	\$400
City of Fairfax	\$500	\$4,800
Town of Leesburg	\$500	\$10,000

## Attachment A

## Comparison of Zoning Fees compared to nearby jurisdictions

	<b>Board of Zoning Appeals</b>		
	<b><u>Appeal to the Board of Zoning Appeals</u></b>	<b><u>Variance application to the Board of Zoning Appeals (residential)</u></b>	<b><u>Variance application to the Board of Zoning Appeals (non-residential)</u></b>
Town of Dumfries	\$800	\$800	\$800
Fairfax County	\$600	\$910	\$8,180
Prince William County	\$552	\$371	\$371
Stafford County	\$600 or \$1,900	\$600	\$1,375
City of Falls Church	\$200	\$300 + \$150 per code	\$500 + \$150 per code
City of Manassas Park	\$400	\$300	\$300
City of Manassas	\$200	\$200	\$200
Town of Vienna	\$300	\$300	\$300
City of Fairfax	\$1,000	\$500	\$4,800
Town of Leesburg	\$350	\$350	\$350

	<b>Architectural Review Board</b>	
	<b><u>Certificate of Appropriateness</u></b>	
Town of Dumfries	\$0	
Fairfax County	\$0	
Prince William County	\$0	
Stafford County	\$0	
City of Falls Church	\$100 or \$200	
City of Manassas Park	n/a	
City of Manassas	\$50 or \$100	
Town of Vienna	\$100 or \$200	
City of Fairfax	\$35 or \$55	
Town of Leesburg	\$10 - \$500	

	<b>Zoning Determinations &amp; Certifications</b>			
	<b><u>Certification of Non-Conforming Use (residential)</u></b>	<b><u>Certification of Non-Conforming Use (Commercial / Industrial)</u></b>	<b><u>Zoning Interpretations/ Proffer/ SUP Determinations</u></b>	<b><u>Zoning Certification Letter / DMV Sign -Off</u></b>
Town of Dumfries	\$50	\$100	\$0	\$37
Fairfax County	\$0	\$0	\$520	\$115 or \$320
Prince William County	\$32	\$32	\$348	\$65
Stafford County	\$100	\$100	\$390	\$100
City of Falls Church	\$300	\$300	\$300	\$300
City of Manassas Park	\$50	\$50	\$50	\$50
City of Manassas	\$50	\$50	\$50	\$25
Town of Vienna	\$250	\$250	\$250	\$250
City of Fairfax	\$500	\$500	\$500	\$500
Town of Leesburg	\$150	\$150	\$0	\$150



## Attachment A

## Comparison of Zoning Fees compared to nearby jurisdictions

	Home Businesses
	Home Occupation
Town of Dumfries	\$30
Fairfax County	\$50
Prince William County	\$26
Stafford County	\$0
City of Falls Church	\$100
City of Manassas Park	\$50
City of Manassas	\$25
Town of Vienna	\$50
City of Fairfax	\$50 - \$55
Town of Leesburg	\$30

	Signs			
	<u>Sign (new)</u>	<u>Sign (reface)</u>	<u>Temporary Sign/ Banner</u>	<u>Temporary Sign Deposit</u>
Town of Dumfries	\$37	\$37	\$74	\$0
Fairfax County	\$95	\$95	\$95	\$0
Prince William County	\$58.00 + \$1.00 per square foot	\$29.00 + \$1.00 per square foot	\$26.00 + \$1.00 per square foot	\$65
Stafford County	\$120 + \$2 per square foot	\$120 + \$2 per square foot	\$120 + \$2 per square foot	\$0
City of Falls Church	\$50	\$50	\$25 - \$150	\$50
City of Manassas Park	100 + \$12 or \$50	\$100	\$0	n/a
City of Manassas	\$66	\$66	\$66	\$500
Town of Vienna	\$75	\$75	\$75	\$25
City of Fairfax	\$2.90 - \$7.25 per square foot	\$2.90 - \$7.25 per square foot	\$25	\$0
Town of Leesburg	\$40	\$40	\$30	\$0

	Temporary Uses	
	<u>Temporary Use Permit</u>	<u>Temporary Use Deposit</u>
Town of Dumfries	\$30	\$100 or \$250
Fairfax County	\$205	\$0
Prince William County	\$162	\$100 - \$20,000
Stafford County	n/a	n/a
City of Falls Church	\$80	\$500
City of Manassas Park	\$100	\$0
City of Manassas	permitted as a regular business	n/a
Town of Vienna	n/a	n/a
City of Fairfax	\$200	\$0
Town of Leesburg	\$250	\$0



	<b>Buildings, Occupancy, &amp; Accessory Structures</b>		
	<b><u>Zoning Approval for Occupancy (tenant unknown)</u></b>	<b><u>Zoning Approval for Occupancy (tenant known)</u></b>	<b><u>Zoning Approval for accessory residential structures</u></b>
Applications expected each year	2 to 4	50 to 75	10 to 20
Process and steps for Zoning Administrator review	Review the proposed building use classification for possible conflicts with allowed uses in the Zoning Ordinance	Review the use against uses allowed in the Zoning Ordinance, review previous approvals, review for nonconformity, complete computer work and paperwork	Review setbacks, review to make sure drawings are correct or help applicant draw location on house location survey, complete computer work and paperwork
Zoning Administrator's time usually spent on applications	0 to 0.25 hours	0.5 to 1 hours	0.5 to 1.5 hours
Average cost of Zoning Administrator's time	\$5	\$30	\$40
Current fee	\$0		
Suggested fee	\$0	\$30	\$30
Other staff time spent	Additional approvals needed by Department of Public Works	Additional approvals needed by Department of Public Works, additional staff time to process Business License application	Possible additional approvals needed by Department of Public Works

	<b>Planning Applications</b>	
	<b><u>Application for Rezoning</u></b>	<b><u>Zoning Text Amendment</u></b>
Applications expected each year	2 to 3	3 to 6
Process and steps for Zoning Administrator review	Review paperwork, review Zoning Ordinance, review Comprehensive Plan, visit the site, consult with Town Attorney, review proffers, create staff report for Planning Commission, advertise PC public hearing, revise staff report for Town Council, advertise TC public hearing, complete computer work and paperwork	Review paperwork, review Zoning Ordinance, review Comprehensive Plan, consult with Town Attorney, edit amendment language, create staff report for Planning Commission, advertise PC public hearing, revise staff report for Town Council, advertise TC public hearing, complete paperwork
Zoning Administrator's time usually spent on applications	30 to 100 hours	15 to 30 hours
Average cost of Zoning Administrator's time	\$2,600	\$900
Current fee	\$500	\$300
Suggested fee	\$2,000 + \$1,000 per acre or portion thereof (+ cost of notices & advertisements)	\$500 (+ cost of advertisements)
Other staff time spent	Review includes additional staff time from Town Attorney and Department of Public Works, 2 to 20 hours of Planning Commission meeting time, 1 to 10 hours of Town Council meeting time	Review includes additional staff time from Town Attorney, 2 to 20 hours of Planning Commission meeting time, 2 to 20 hours of Town Council meeting time, additional time for finalization by Town

	<b>Special Exceptions</b>	
	<b><u>Conditional Use Permit (residential)</u></b>	<b><u>Conditional Use Permit (non-residential)</u></b>
Applications expected each year	0 to 1	5 to 10
Process and steps for Zoning Administrator review	Review paperwork, review Zoning Ordinance, review Comprehensive Plan, possibly visit the site, consult with Town Attorney, edit amendment language, create staff report for Planning Commission, advertise PC public hearing, revise staff report for Town Council, advertise TC public hearing, complete computer work and paperwork	Review paperwork, review Zoning Ordinance, review Comprehensive Plan, visit the site, consult with Town Attorney, edit amendment language, create staff report for Planning Commission, advertise PC public hearing, revise staff report for Town Council, advertise TC public hearing, complete paperwork
Zoning Administrator's time usually spent on applications	10 to 20 hours	15 to 100 hours
Average cost of Zoning Administrator's time	\$600	\$2,300
Current fee	\$300	\$300
Suggested fee	\$500 (+ cost of advertisements)	\$500 + \$2,500 per acre or portion thereof above 1 (+ cost of advertisements)
Other staff time spent	Review includes additional staff time from Town Attorney and Department of Public Works, 1 to 5 hours of Planning Commission meeting time, 1 to 5 hours of Town Council meeting time	Review includes additional staff time from Town Attorney and Department of Public Works, 2 to 20 hours of Planning Commission meeting time, 1 to 10 hours of Town Council meeting time



	<b>Board of Zoning Appeals</b>		
	<b><u>Appeal to the Board of Zoning Appeals</u></b>	<b><u>Variance application to the Board of Zoning Appeals (residential)</u></b>	<b><u>Variance application to the Board of Zoning Appeals (non-residential)</u></b>
Applications expected each year	0 to 5	0 to 1	0 to 1
Process and steps for Zoning Administrator review	Review application, request necessary submission requirements, review Zoning Ordinance, review previous approvals, visit the site, consult with Town Attorney, create staff report, advertise public hearing, complete computer work and paperwork	Review application, request necessary submission requirements, review Zoning Ordinance, review previous approvals, visit the site, consult with Town Attorney, create staff report, advertise public hearing, complete computer work and paperwork	Review application, request necessary submission requirements, review Zoning Ordinance, review previous approvals, visit the site, consult with Town Attorney, create staff report, advertise public hearing, complete computer work and paperwork
Zoning Administrator's time usually spent on applications	15 to 40 hours	10 to 20 hours	10 to 20 hours
Average cost of Zoning Administrator's time	\$1,100	\$600	\$600
Current fee	\$800		
Suggested fee	\$800 (+ cost of notices & advertisements)	\$600 (+ cost of notices & advertisements)	\$600 (+ cost of notices & advertisements)
Other staff time spent	Review includes additional staff time from Town Attorney, 2 to 5 hours of Board of Zoning Appeals meeting time	Review includes additional staff time from Town Attorney, 1 to 5 hours of Board of Zoning Appeals meeting time	Review includes additional staff time from Town Attorney, 1 to 5 hours of Board of Zoning Appeals meeting time

## Attachment B

## Analysis of Zoning Fees based on staff time

	<b>Architectural Review Board</b>
	<b><u>Certificate of Appropriateness</u></b>
Applications expected each year	5 to 10
Process and steps for Zoning Administrator review	Review application, request necessary submission requirements, review ARB guidelines, review application for other zoning conformance, possibly visit the site, process paperwork, bring to the ARB, complete paperwork
Zoning Administrator's time usually spent on applications	1 to 5 hours
Average cost of Zoning Administrator's time	\$120
Current fee	\$0
Suggested fee	\$50 for minor improvements and signs, \$125 for major improvements or additions, \$250 for new construction
Other staff time spent	Review includes .25 to 1 hour of Architectural Review Board meeting time

	<b>Nonconforming Use Verifications</b>	
	<b><u>Certification of Non-Conforming Use (residential)</u></b>	<b><u>Certification of Non-Conforming Use (Commercial / Industrial)</u></b>
Applications expected each year	0 to 2	10 to 20
Process and steps for Zoning Administrator review	Review historical approvals, possibly request additional information, review applicant's evidence, possibly visit the site, consult with Town Attorney, complete computer work and paperwork	
Zoning Administrator's time usually spent on applications	2 to 10 hours	4 to 20 hours
Average cost of Zoning Administrator's time	\$240	\$480
Current fee	\$50	\$100
Suggested fee	\$50	\$100
Other staff time spent	Review includes additional staff time from Town Attorney	Review includes additional staff time from Town Attorney

	<b>Zoning Determinations &amp; Certifications</b>		
	<b><u>Zoning Interpretations/ Proffer/ SUP Determinations</u></b>	<b><u>Zoning Certification Letter required by banks prior to lending</u></b>	<b><u>Zoning Compliance Certification - Signature of Zoning Administrator required on DMV forms (for Motor Vehicle sales, salvage, vehicle removal operator, etc.)</u></b>
Applications expected each year	3 to 10	1 to 3	15 to 25
Process and steps for Zoning Administrator review	Review the request, review any existing approvals or previous determinations, review the Zoning Ordinance, review other related zoning determinations, possibly visit the site, consult with Town Attorney, write letter, complete computer work and paperwork	Review location of site, review Zoning Ordinance, review Comprehensive Plan, review previous approvals, review possible nonconformities, possibly visit the site, consult with Department of Public Works to review occupancy, complete paperwork	Review occupancy approvals and previous sign-offs, complete paperwork
Zoning Administrator's time usually spent on applications	2 to 10 hours	1.5 to 4 hours	0.25 to 1 hours
Average cost of Zoning Administrator's time	\$240	\$110	\$25
Current fee	\$0		
Suggested fee	\$100	\$75	\$25
Other staff time spent	Review includes additional staff time from Town Attorney	No additional staff time	No additional staff time



	<b>Home Businesses</b>	
	<b><u>Home Occupation</u></b>	<b><u>Home Business</u></b>
Applications expected each year	5 to 10	2 to 5
Process and steps for Zoning Administrator review	Review application, review Zoning Ordinance, complete computer work and paperwork	Review application, review Zoning Ordinance, complete computer work and paperwork
Zoning Administrator's time usually spent on applications	0.5 to 1 hours	1 to 5 hours
Average cost of Zoning Administrator's time	\$30	\$120
Current fee	\$30	\$0
Suggested fee	\$30	\$100
Other staff time spent	No additional staff time other than staff time to process Business License application	No additional staff time other than staff time to process Business License application

	<b>Signs</b>			
	<u><b>Sign (new)</b></u>	<u><b>Sign (reface)</b></u>	<u><b>Temporary Sign/ Banner</b></u>	<u><b>Temporary Sign Deposit</b></u>
Applications expected each year	10 to 20	2 to 5	3 to 10	
Process and steps for Zoning Administrator review	Review application, review Zoning Ordinance, review previous approvals, possibly visit the site, complete computer work and paperwork, confirm building (and possibly electrical) permit is issued	Review application, review Zoning Ordinance, review previous approvals, complete computer work and paperwork	Review application, review Zoning Ordinance, review previous approvals, possibly visit the site, complete computer work and paperwork, inspect sign during 30-day period for compliance, inspect at the end of 30-day period	
Zoning Administrator's time usually spent on applications	1 to 5 hours	0.5 to 2 hours	1 to 3 hours	
Average cost of Zoning Administrator's time	\$120	\$50	\$80	
Current fee	\$37	\$37	\$74	\$0
Suggested fee	\$75	\$50	\$50	Minimum \$50, subject to increase by the Zoning Administrator if previous approvals were violated in any way
Other staff time spent	Additional approvals needed by Department of Public Works	No additional staff time	No additional staff time	

	<b>Temporary Uses</b>	
	<b><u>Temporary Use Permit</u></b>	<b><u>Temporary Use Deposit</u></b>
Applications expected each year	5 to 10	
Process and steps for Zoning Administrator review	Review application, review Zoning Ordinance, review previous approvals, possibly visit the site, consult with Police Department, possibly consult with outside agencies such as Health Department (if food is involved), complete computer work and paperwork, possibly inspect during activity, inspect after activity	
Zoning Administrator's time usually spent on applications	1 to 5 hours	
Average cost of Zoning Administrator's time	\$120	
Current fee	\$30	\$100 or \$250
Suggested fee	Minimum \$25 for small events, \$100 for medium-impact events, \$500 for large events such as carnivals and circuses	Minimum \$50 for small events, \$500 for medium-impact events, \$5,000 for large events such as carnivals and circuses, subject to increase by the Zoning Administrator if previous approvals were violated in any way
Other staff time spent	Review includes additional staff time from Police Department	



	<b>Site Plans - Major Site Plans</b>		
	<u><b>Nonresidential Site Plan</b></u>	<u><b>Multi-Family Site Plan</b></u>	<u><b>Major Revision to Approved Plan</b></u>
Applications expected each year	2 to 5	0 to 2	0 to 2
Process and steps for Zoning Administrator review	Review application, review Zoning Ordinance, review site plan sheets, determine outside agency comments required, mail copies to outside agencies, follow-up with outside agencies, review comments from outside agencies, possibly visit the site, consult with Department of Public Works, complete computer work and paperwork		
Zoning Administrator's time usually spent on applications	10 to 30 hours		
Average cost of Zoning Administrator's time	\$800		
Current fee	\$500	\$500	\$200
Suggested fee	\$1,000		
Other staff time spent	Review includes additional staff time from Department of Public Works		

	<b>Site Plans - Minor Site Plans and Grading</b>			
	<u><b>Minor Nonresidential Site Plan</b></u>	<u><b>Grading Plan</b></u>	<u><b>Minor Grading Plan (2,500 to 10,000 sf.)</b></u>	<u><b>Minor Revision to Approved Plan</b></u>
Applications expected each year	0 to 2			
Process and steps for Zoning Administrator review	Review application, review Zoning Ordinance, review site plan sheets, determine outside agency comments required, mail copies to outside agencies, follow-up with outside agencies, review comments from outside agencies, possibly visit the site, consult with Department of Public Works, complete computer work and paperwork			
Zoning Administrator's time usually spent on applications	5 to 10 hours			
Average cost of Zoning Administrator's time	\$300			
Current fee	\$500	\$250	\$150	\$100 per sheet
Suggested fee	\$500			\$100 per sheet
Other staff time spent	Review includes additional staff time from Department of Public Works			

## Attachment B

## Analysis of Zoning Fees based on staff time

	<b>Site Plans - Subdivision Plats</b>			
	<u><b>Subdivision Plat</b></u>	<u><b>Easement Plat</b></u>	<u><b>Consolidation Plat</b></u>	<u><b>Vacation Plat</b></u>
Applications expected each year	0 to 2			
Process and steps for Zoning Administrator review	Review application, review Zoning Ordinance, review plat, possibly visit the site, consult with Town Attorney, consult with Department of Public Works, complete computer work and paperwork			
Zoning Administrator's time usually spent on applications	4 to 10 hours			
Average cost of Zoning Administrator's time	\$280			
Current fee	\$200			
Suggested fee	\$350			
Other staff time spent	Review includes additional staff time from Town Attorney and Department of Public Works			

	<b>Site Plans - Other Plans</b>		
	<u><b>Single-Family &amp; Townhouse Subdivision Plan</b></u>	<u><b>Waiver</b></u>	<u><b>Pre-submission Meeting</b></u>
Applications expected each year	0 to 2		
Process and steps for Zoning Administrator review	Review application, review Zoning Ordinance, review site plan sheets, possibly visit the site, consult with Town Attorney, consult with Department of Public Works, complete computer work and paperwork	Review application, review Zoning Ordinance, review site plan sheets, possibly visit the site, consult with Town Attorney and Department of Public Works, complete computer work and paperwork	Prepare for meeting, research property, review prior approvals, consult with Department of Public Works
Zoning Administrator's time usually spent on applications	4 to 10 hours	1 to 5 hours	1 to 5 hours
Average cost of Zoning Administrator's time	\$280	\$120	\$120
Current fee	\$500	\$200	\$75
Suggested fee	\$500	\$300	\$100 per hour per discipline \$75 minimum
Other staff time spent	Review includes additional staff time from Town Attorney and Department of Public Works	Review includes additional staff time from Town Attorney and Department of Public Works	Review includes additional staff time from Department of Public Works

# Fee Schedule

## for the Town of Dumfries, Virginia

### *effective July 1, 2012*

Site Plan Review fees	
Application	Fee
Nonresidential Site Plan, Multi-Family Site Plan, and major revisions to an approved plan	\$1,000
Single-Family & Townhouse Subdivision Plan, Minor Nonresidential Site Plan, and Grading Plan (over 2,500 square feet)	\$500
Plat Review (Subdivision, easement, consolidation, vacation)	\$350
Waiver request	\$300
Pre-submission Meeting	\$100 per hour per discipline \$75 minimum
Subsequent reviews and minor revisions to an approved plan	\$100/sheet

*The Zoning Administrator and Director of Public Works reserve the right to assign fees for items not shown above.*

Labor and Equipment Rates	
Activity	Fee
Labor, without tools	\$25 per hour
Labor, with tools including: Weed eater & cord, weed eater & blade, sidewalk edger, shovels, rakes, pitchforks, grubbing hoe, machete, bush axe, pruning saws, and hand pruners	\$35 per hour
Labor with chainsaw	\$35 per hour
Labor with push mower	\$35 per hour
Labor with riding behind mower	\$45 per hour
Labor with riding mower	\$45 per hour
Labor with tractor & bushhog	\$65 per hour
Labor with dump truck (minimum 5 ton)	\$75 per hour
Labor with pickup truck (minimum 3/4 ton)	\$40 per hour
Labor with stake body truck (minimum 1 ton)	\$50 per hour
Skid steer and attachments with operator	\$60 per hour
Mini excavator with operator	\$65 per hour
Small rubber-tire loader/scratcher with operator	\$65 per hour
Director of Public Works	\$100 per hour
Building Inspector	\$100 per hour
Administration	\$50 per hour

*Immediate response services (within 24 hours): additional 50% on labor and equipment rates*

*The Director of Public Works reserves the right to assign fees for items not shown above.*

<b>Zoning fees</b>	
<b>Application</b>	<b>Fee</b>
<b>Buildings, Occupancy, &amp; Accessory Structures</b>	
Zoning Approval for commercial buildout (tenant unknown)	\$0
Zoning Approval for Occupancy (tenant known)	\$30
Zoning Approval for accessory residential structures	\$30
<b>Planning Applications</b>	
Application for Rezoning	\$2,000 + \$1,000 per acre or portion thereof (+ cost of notices & advertisements)
Zoning Text Amendment	\$500 (+ cost of advertisements)
<b>Special Exceptions</b>	
Conditional Use Permit (residential)	\$500 (+ cost of advertisements)
Conditional Use Permit (non-residential)	\$500 + \$2,500 per acre or portion thereof above 1 (+ cost of advertisements)
<b>Board of Zoning Appeals</b>	
Appeal to the Board of Zoning Appeals	\$800 (+ cost of notices & advertisements)
Variance application to the Board of Zoning Appeals (residential)	\$600 (+ cost of notices & advertisements)
Variance application to the Board of Zoning Appeals (non-residential)	\$600 (+ cost of notices & advertisements)
<b>Architectural Review Board</b>	
Certificate of Appropriateness	\$50 for minor improvements and signs, \$125 for major improvements or additions, \$250 for new construction
<b>Zoning Determinations &amp; Certifications</b>	
Certification of Non-Conforming Use (residential)	\$50
Verification of/interpretation of/changes to Non-Conforming Use (Commercial / Industrial)	\$100
Zoning Interpretations/ Proffer/ SUP Determinations	\$100
Zoning Certification Letter required by banks prior to lending	\$75
Zoning Compliance Certification - Signature of Zoning Administrator required on DMV forms (for Motor Vehicle sales, salvage, vehicle removal operator, etc.)	\$25
<b>Home Businesses</b>	
Home Occupation	\$30
Home Business	\$100
<b>Signs</b>	
Sign (new - also requires building permit, possibly electrical permit)	\$75
Sign (reface - no building or electrical permit needed)	\$50
Temporary Sign/ Banner	\$50
<i>Fee is waived for a single "Grand Opening" banner for new businesses upon initial start of business (but a permit is still required and sign still must conform to Zoning Ordinance)</i>	
Temporary Sign Deposit	Minimum \$50, subject to increase by the Zoning Administrator if previous approvals were violated in any way
<b>Temporary Uses</b>	
Temporary Use Permit	Minimum \$25 for small events, \$100 for medium-impact events, \$500 for large events such as carnivals and circuses
Temporary Use Deposit	Minimum \$50 for small events, \$500 for medium-impact events, \$5,000 for large events such as carnivals and circuses, subject to increase by the Zoning Administrator if previous approvals were violated in any way

*The Zoning Administrator reserves the right to assign fees for items not shown above.*

<b>Building fees</b>	
<b>Application</b>	<b>Fee</b>
<b>Construction Plan Review</b>	
Residential Plan Review (new construction)	\$300
Residential Plan Review (additions, remodeling, alterations)	\$150
Commercial/Industrial Plan Review (new, additions)	\$300
Subsequent Review Fee	\$100 per sheet
Commercial/Industrial Plan Review (tenant layout, alterations)	\$150
Subsequent Review Fee	\$100 per sheet
<b>Residential Construction Permit Application</b>	
Residential (new construction)	\$700 minimum (Includes permit and 4 inspections*)
Residential (additions, remodeling, alterations)	\$500 (Includes permit and 4 inspections*)
Residential (Decks)	\$300 (Includes permit and 2 inspections*)
Residential (Plumbing)	\$50 permit fee \$100 per inspection**
Residential (HVAC)	\$50 permit fee \$100 per inspection**
Residential (Electrical)	\$50 permit fee \$100 per inspection**
Residential (Occupancy Permit)	\$50 permit fee \$100 per inspection**
<b>Commercial Construction Permit Application</b>	
Commercial (new, additions)	\$1,100 (Includes permit and 10 inspections*)
Commercial (tenant layout, alterations)	\$900 (Includes permit and 8 inspections*)
Commercial (Plumbing)	\$50 permit fee \$100 per inspection**
Commercial (HVAC)	\$50 permit fee \$100 per inspection**
Commercial (Electrical)	\$50 permit fee \$100 per inspection**
Commercial (Occupancy Permit)	\$50 permit fee \$100 per inspection**
Fire Marshal Inspection (sprinklers, fire alarm)	As set by Prince William County Fire Marshal's Office
<b>Other Fees</b>	
Minor Plan Review	Determined by Building Official
Site Inspection (storm sewer, water, sewer lines)	\$150 per inspection
Code Compliance Inspection (requested by customer)	\$200 per inspection
Pre-Design Meeting	\$100 per hour - \$75 minimum
Construction Meeting	\$100 per hour per discipline - \$75 minimum
Reinstatement of Rescinded or Suspended Construction Permit	\$100
Reinstatement of Responsible Parties for Construction Permits	\$100
<b>FAILURE TO OBTAIN PERMIT</b>	\$500 plus cost of Permit

\* Additional inspections: \$100 each

\*\* Inspections may be combined into one inspection at \$150

A 2% levy for building fees is already included in the cost shown above.

The Building Official reserves the right to assign fees for items not shown above.

# **TOWN OF DUMFRIES**

17755 MAIN STREET  
DUMFRIES, VA 22026  
703-221-3400 EXT 116  
FAX 103-221-3544

## **DEPARTMENT OF PUBLIC WORKS OFFICE OF BUILDING DEVELOPMENT**

### **FEE SCHEDULE**

**Adopted June 1, 2004**



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## A. ADMINISTRATION AND STANDARDS

1. A permit must be issued before any of the following actions subject to the Uniform Statewide Building Code (USBC) may be commenced: construction, alteration, repair, addition and removal of all structures. All structures shall comply with the applicable requirements of this code for the maintenance of existing structures.

**Exemptions:** The following are exempt from this code.

1. Equipment controlled by a publicly regulated utility service and located on property by established rights.
2. Manufacturing and processing machines including the following service equipment associated with the manufacturing or processing machines:
  - 2.1 Electrical equipment connected after the last disconnecting means:
  - 2.2 Plumbing piping and equipment connected after the last shutoff valve or backflow device or before the equipment drain trap; and
  - 2.3 Gas piping and equipment connected after the outlet shutoff valve.
3. Parking Lots and sidewalks which are not part of an Accessible route.
4. Recreational equipment such as swing sets, sliding boards, climbing bars, skateboard ramps and similar equipment when such equipment is not regulated by the Virginia Amusement Device Regulations (13 VAC 5-31).
5. Industrialized buildings; except, the applicable requirements of this code affecting local option maintenance (Part III of this code), site preparation, footings, foundations, proper anchoring and utility connections of the unit remain in full force and effect, including issuing permits and certificates of occupancy.
6. Manufactured homes displaying the certification label as prescribed by the federal Manufactured Home Construction and Safety Standards (24 CFR Part 3280); however, applicable requirements of this code affecting site preparation, utility connections, skirting installation and maintenance of the manufactured home remains in full force and effect.

2. **Permit Application:** An application shall be submitted to the Dumfries Building Official for the following activities, and these activities shall not commence without a permit being issued in accordance with Section 108.0 of the USBC:

1. Construct or alter a commercial structure.
2. Construct an addition.
3. Demolish or move a structure.
4. Make a change of occupancy in a commercial/industrial building.
5. Install or alter any equipment which is regulated by this code.
6. Move a lot line which affects an existing structure.

**Exceptions:**

- A. Installation of wiring and equipment which is operated at less than 50 volts provided the installation is not located in a noncombustible plenum or penetrating an assembly required to have a fire resistance rating.
- B. Construction of detached utility sheds not exceeding 120 square feet of building area or 102 inches in wall height and not classified as Use Group F or H.

(NOTE: The approval of the Dumfries Zoning Administrator is required for all buildings and structures for verification of compliance with appropriate setback, side yard, and rear yard requirements of the Zoning Ordinance of the Town of Dumfries. All electrical installations in such buildings will require permits and inspections.)

- C. Tent and membrane structures that cover an area of not more than 900 square feet, including all connecting area or spaces with a common means of egress or entrances or which are used or intended to be used for the gathering of together of not more than 50 people.
  - D. Work defined as ordinary repair.
  - E. Work, which the code official has authorized, pending receipt of an application.
3. A Building permit is not required for patios that are not designed to support a future structure and that are not suspended concrete slabs.
4. All retaining walls, greater than 4 feet in height or supporting any surge from a structure above, shall require plan approval and a Building Permit. All plans shall be certified and signed by a professional engineer except for retaining wall systems with an elevation difference of 42 inches or less in height from the top of the system to the toe. A retaining wall system can be composed of several tiers of individual retaining walls.

## B. DEFINITIONS

1. Alteration/ Repair- For the purpose of new, non residential construction, an alteration/repair building permit is issued to the tenant for additional work to satisfy special requirements of the tenant. Additional work may include installation of non load bearing partitions or systems furniture.
2. Gross Floor Area- Floor area of all floors within the perimeter of the outside Walls and columns of a building , without deduction of hallways, stairs, closets thickness of walls, columns, occupiable attics or other features.
3. Hazard, (Light, Ordinary and Extra) for fire suppression- See NFPA 13 for definition.
4. Tenant Layout- Construction Permits issued for the creation of a finished tenant space. This includes the installation of wall and floor materials, dropped ceilings and may include non load bearing partitions. Construction plans shall include structural detail and architectural features, plus electrical, plumbing and mechanical installations. Certificate of Occupancy is issued upon completion of Tenant Layout construction.
5. Use Group – The classification of a building or structure based on the purpose for which it is used. See IBC International Building Code for various use groups.
6. Value – The aggregate cost of labor, material, overhead and profit to complete the entire job. The contract cost for the entire job or portions thereof which fall under the Uniform Statewide Building Code.
7. Work not ready for inspection. All of the required items for the requested inspection have not been installed and the work is not complete.

**C. Fees, Other**

**1. Amusement Devices (Carnival Rides) – See Virginia Amusement Device Regulations, Section 600.6.1 for definitions on Kiddie, Adult, and Spectacular Rides. Each of the below fees shall be reduced by a \$ 1.00 should applicant utilize private inspectors certified to inspect amusement devices.**

a. Kiddie Ride, each	\$15.00
b. Adult Ride, each	\$ 25.00
c. Spectacular Ride, each	\$ 45.00

**2. Minimum Fee Information**

- a. A minimum fee shall apply to any permit for which the calculated fee is less than the minimum fee.
- b. All fees shall be paid in full at the time of application.

**3. Code Modification Review**

a. R-3 and R-4 Use Group per dwelling unit	\$45.00
b. All others Use Groups per structure or tenant space, whichever is greater	\$60.00
c. When multiples of “a” or “b” above are submitted simultaneously for the same project, the maximum fee will be as follows:	\$480.00

**4. Inspection Fees**

- a. After hours Inspection – Inspections may be conducted after normal working hours by the Building Official with special approval by the Director of Public works and arranged in advance.

The fee for each inspection to be conducted shall be applied separately for each Discipline inspected and is payable in advance.

- b. Post Concealment Inspection Analysis, Per Permit \$45.00

**c. Inspection Cancellation Fee**

- (1) Up to 7am on the day of inspection \$0.00
- (2) After 7am and before the inspector arrives at the site \$25.00
- (3) Townhouse Multiple Inspections for the same Building - \$25.00  
Inspector has arrived at the site and rejected the first townhouse inspection. The permit holder wants to cancel the inspections for the remaining units in the same building

**d. Re-inspection Fee**

- (1) Work not ready for inspection. \$50.00
- (2) Work is ready for inspection, but deficiencies identified during previous inspections have not been corrected, after the first inspection the re-inspection fee shall be charged for each additional inspection. \$50.00
- (aa) All cancellation and rejection fees shall be paid prior to requesting the scheduling of each final inspection
- (bb) The Director of Public Works or his designee shall have the authority to waive the Re-inspection Fees and the Cancellation fees based on the written request of the Permit Holder with sufficient justification to grant such a waiver.

- e. Code Compliance Inspection requested by customer \$50.00

**5. Violation Notice-** The fee for permits obtained as a result of abating a violation notice shall be 200% + the permit fee.

## OCCUPANCY

### **Certificate of Occupancy (Payable at the time of Building Permit Issuance)**

<b>Residential (New).....</b>	<b>\$25.00</b>
<b>Home Occupation .....</b>	<b>\$30.00</b>
<b>Commercial/Industrial (Yearly) .....</b>	<b>\$37.00</b>
<b>Temporary Occupancy Permit .....</b>	<b>\$37.00</b>
<b>Duplicate Copy of Occupancy Permit .....</b>	<b>\$35.00</b>
<b>Letter of Compliance for Town Codes .....</b> <b>for yearly commercial/industrial inspections</b>	<b>\$25.00 plus \$37.00</b>
<b>Renewal of expired Temporary Occupancy Permit .....</b>	<b>\$35.00</b>

## SIGNS

Wall Signs .....	\$ 37.00 + Building and Electrical Permit Fees
Free-Standing Signs .....	\$ 37.00 + Building and Electrical Permit Fees
Temporary Sign/ Banner.....	\$ 74.00



## **ZONING**

**Zoning Certification Letter..... \$37.00 + time and materials**

**Certification of Non-Conforming Use .....\$50.00 (residential)**

**.....\$100.00 (Commercial / Industrial)**

**Conditional Use Permit ..... \$300.00 reviewed each year**

**Temporary Use Permit .....\$30.00**

**Amendment to Zoning Ordinance ..... \$300.00**

**Application for Rezoning ..... \$500.00**

**Appeal to the Board of Zoning Appeals ..... \$800.00 per appeal**

**- Interpretation of Zoning Administrator**

**- Variance**

**Other ( Research) ..... Time and Material**

**Additional Charges: In addition to the above fees, the applicant will be charged for the cost of certified mailing to all adjoining property owners and will pay any and all advertising cost.**

## Residential SITE, SUBDIVISION AND STREET PERMIT FEES

**\*SITE PERMIT** (Includes Land Disturbing & E&S)

	1 <sup>st</sup> Review	2 <sup>nd</sup> Review
Single-Family lot Plan (1 lot).....	\$ 100.00 .....	\$ 50.00
Minor Grading Plan .....	\$ 150.00 .....	\$ 100/sheet
(2,500 to 10,000 sf.) + E&S bond required		
Pre-design Meeting of all sizes .....	\$75.00	

## GRADING, DRIVEWAY, CULVERT, AND CURB CUT PERMIT FEES

Single-Family & Townhouse .....	\$150.00/ lot
Grading Plan	
1000 – 2499 Sq Ft .....	\$75.00
Driveway Culvert (new or replace).....	\$50.00
New Curb Cut/Driveway Entrance .....	\$50.00

*Residential*  
**CONSTRUCTION PLAN REVIEW**

*Application fee/*

*1<sup>st</sup> Review fee*

**Plan Review Fee.....35%of total Permit fees or \$200.00 which ever is greater**

**Subsequent review fee ..... \$100.00/sheet**

## *Residential* **BUILDING**

**New (Residential)..... \$0.10 (sq. ft)**  
**(Includes gross floor area of basement, floors, ..... (minimum \$100.00)**  
**Garages & decks). Rounded to the nearest dollar.**

**Swimming Pools ( Above-ground) 4foot in depth min..... \$40.00**

**Swimming Pool (In-ground)..... \$150.00**  
**(Electrical, Mechanical, Plumbing Fees Included**

**Demolition ..... \$45.00 (Per Structure)**  
**Plus Actual cost of clean up by license contractor = clean up bond, and \$500.00**  
**E&S Bond**

**Preconstruction Inspection .....\$45.00**

**Deck .....\$70.00**

**Porch .....\$100.00**

**Structural Repair & Alterations**

**Residential .....\$ 0.068 sq ft (gross floor space)**

**Failure to Acquire Permits .....\$ 500.00 + Cost of permits**

**Appeal to Board of Building Code of Appeals ..... \$ 300.00 per appeal**

**Re-inspection (For each inspection after initial inspection.)..... . \$50.00**

**Minimum Building Permit Fee ..... \$ 45.00**

## *Residential* **ELECTRICAL**

New (Residential).....	\$ 0.05 (sq. ft. minimum \$100.00) (Includes gross basement & floor area rounded to nearest \$. Plus circuits and fixtures)
Service Upgrade .....	\$45.00 + Fixtures, receptacles and circuits.
New Fixtures, Receptacles .....	\$ 4.00 ea. set of 10
New Circuits .....	\$ 3.00 ea.
New Outlet for Clothes Dryer .....	\$ 45.00 + Mechanical
Service Reconnecting .....	\$ 45.00
Temporary Service .....	\$ 45.00
New Water Heaters .....	\$ 45.00 ea
Fire Alarm Systems .....	\$ 100.00
Special Inspection .....	Cost of inspection
Re-inspection (for each inspection after the initial inspection).....	\$ 50.00
Minimum Electrical Fee .....	\$45.00
Failure to Acquire Permits .....	\$ 500.00 + Cost of permits

## *Residential* **MECHANICAL**

Residential Heat & AC, New Construction .....	\$90.00
\$60.00 per each additional zone over one	
Residential Heat or AC Only .....	\$ 55.00
\$ 45.00 per each additional zone over one	
Residential/Commercial/Industrial	
Heat or AC Replacement .....	\$45.00
Heat & AC Replacement .....	\$50.00
Woodstoves & Prefabricated Fireplaces .....	\$45.00
Vents to Outside .....	\$45.00
Special Inspection .....	Cost of Inspection
Re-inspection (Per inspection over one).....	\$ 49.00
Minimum Mechanical Fee .....	\$ 45.00
Failure to Acquire Permits .....	\$ 500.00 + Cost of permits



## *Residential* PLUMBING

New (Residential) .....	\$40.00
	+ \$5.00 for each fixture and \$15.00 for each appliance
Fixture Installation (lavatory, water closet, floor drain, bathtub, shower, bidet, urinal, sauna, water heater, sump pump, ejector, grease trap, water fountain, etc...)	\$ 45.00 + \$5.00ea fixture
New Appliance Installation .....	\$ 45.00 + \$15.00 each
(Dishwasher, clothes washer, garbage disposal)	
Gas Piping .....	\$45.00 + 15.00 ea Appliance
Other .....	\$45.00
Re-inspection (per inspection over one).....	\$55.00
Repair/Alterations .....	\$0.068 sq ft
Any Removal of pipes or appliance from there original position	Minimum \$45.00
Special inspection .....	Cost of inspection
Minimum Plumbing Fee .....	\$45.00
Failure to Acquire Permits .....	\$ 500.00 + Cost of permits

## PLAN REVIEW FEES FOR SITE PERMITS (SITE & SUBDIVISION)

*APPLICATION FEE/  
1<sup>ST</sup> REVIEW FEE*

*SUBSEQUENT  
REVIEWS FEE*

Single-Family & Townhouse.....	\$ 500.00 .....	\$100/ sheet
Subdivision Plan		
Multi-Family Site Plan .....	\$ 500.00 .....	\$100/sheet
Nonresidential Site Plan .....	\$ 500.00 .....	\$ 100/sheet
Minor Nonresidential Site Plan .....	\$ 500.00 .....	\$ 100/sheet
Grading Plan .....	\$ 250.00 .....	\$ 100/sheet
Minor Grading Plan .....	\$ 150.00 .....	\$ 100/sheet
(2,500 to 10,000 sf.) + E&S bond required		
Major Revision to Approved Plan ....	\$ 200.00 .....	\$ 100/sheet
Minor Revision to Approved Plan ....	\$ 100.00/sheet .....	\$ 50/sheet
Site/Subdivision Waiver .....	\$ 200.00 .....	\$ 100.00
<b>Plat &amp; Deed Review</b>		
Subdivision Plat .....	\$ 200.00 .....	\$100.00/ sheet
Easement Plat .....	\$ 200.00 .....	\$100.00/ sheet
Consolidation Plat .....	\$ 200.00 .....	\$100.00/ sheet
Vacation Plat .....	\$ 200.00 .....	\$100.00/ sheet
Other Plan Review Fee .....	\$ 200.00 .....	\$100.00/ sheet
Pre-design Meeting of all sizes .....		\$75.00

## PLAN REVIEW FEES FOR STREET PERMITS (STREETS & UTILITIES)

*APPLICATION FEE/  
1<sup>ST</sup> REVIEW FEE*

*SUBSEQUENT  
REVIEW FEE*

Public Improvement/Major Utilities .....	\$200.00.....	\$100.00/ sheet
Major Revision to Approved Plan .....	\$200.00.....	\$100.00/ sheet
Minor Revision to Approved Plan.....	\$100.00/ sheet .....	\$100.00/ sheet
Other Plan Review Fee .....	\$ 100.00 .....	\$ 100.00/sheet

## SITE, SUBDIVISION AND STREET PERMIT FEES

### \*SITE PERMIT (Includes Land Disturbing & E&S)

Single-Family & Townhouse .....	\$150.00/ lot
Multi-Family .....	\$35.00/unit
Nonresidential .....	\$300.00
<b>Grading</b>	
1000 – 2499 Sq Ft .....	\$ 75.00
2500 10,000 Sq Ft .....	\$150.00
Over 10,000 .....	\$300.00
<b>E&amp;S Bond required</b>	
Revision .....	\$ 100.00/sheet

### \*STREET PERMIT (Includes Land Disturbing & E&S)

Public Improvement/ Major Utility .....	\$ 50.00 + 1% of total bonds
Revisions .....	\$100.00/ sheet
Utility Work within Right-of-Way .....	\$50.00/location or each 250' length
.....	Plus performance bond
Driveway Culvert (new or replace).....	\$50.00
Curb Cut/Driveway Entrance .....	\$50.00
Striping Permit .....	\$50.00
Utility Street Cuts .....	\$100.00 +
	\$1,500 Bond
Curb and Gutter .....	\$50.00
Parking lot repaving .....	\$50.00



## CONSTRUCTION PLAN REVIEW

*Application fee/  
1<sup>st</sup> Review fee*

**Plan Review Fee.....35%of total Permit fees or \$200.00 which ever is greater**  
**Subsequent review fee ..... \$100.00/sheet**

**Building Fire Suppression Plan Review Fee ..... \$ 200.00/sheet**  
**Subsequent review fee..... \$ 100.00/sheet**

**Building Fire Alarm Plan Review Fee ..... \$200.00/sheet**  
**Subsequent review fee ..... \$100.00/sheet**

## BUILDING

**New (Commercial/Industrial) ..... \$0.13 (sq. ft)**  
**(Includes gross floor area of basement, floors, ..... (minimum \$150.00)**  
**Garages & decks). Rounded to the nearest dollar.**

**Tenant Build out (Commercial/Industrial) ..... \$0.37 (sq. ft)**  
**(Does not Include portable equipment or ..... or min. fee**  
**any electrical, plumbing, or mechanical)**

**Industrial Housing (Manufactured Homes) ..... \$ 250.00**  
**(OP, Electrical and Plumbing Included)**

**Retaining Walls .....\$ 45.00 (Per 50 ln ft.)**

**Demolition ..... \$45.00 (Per Structure)**  
**Actual cost of clean up by a license contractor = cleanup bond and \$500.00 E&S**  
**Bond**

**Preconstruction Inspection .....\$45.00**

**Deck .....\$70.00**

**Porch .....\$100.00**

**Fencing (New/New style).....\$ 45.00 (First 500 ln ft.)**  
**\$20.00 (ea addt'l. 500 ln ft.)**

**Siding (non residential) ..... \$45.00**

**Re-roofing (non residential) ..... \$45.00 (100sf – 1500 sf)**  
**\$52.00 (1,501 sf – 10,000 sf)**  
**\$ 0.005 (per sq. ft – 10,001 )**

**Concrete slab (new or replacement).....\$45.00**

### **Repair & Alterations**

**Non Residential .....\$ 0.085 sq ft (gross floor space)**  
**being altered or repaired**

## **BUILDING**

(Continued)

<b>Erection of Structures (other than Buildings).....</b>	<b>1% (of project value)</b>
<b>Welding permit.....</b>	<b>\$ 100.00</b>
<b>Confined space permit.....</b>	<b>\$125.00</b>
<b>Applicant must hold a confine space license</b>	
<b>Special Inspection .....</b>	<b>Cost of outside inspection</b>
<b>Failure to Acquire Permits .....</b>	<b>2x the cost of all permits or</b>
<b>\$1000.00 which ever is greater + Cost of permits</b>	
<b>Appeal to Board of Building Code of Appeals .....</b>	<b>\$ 300.00 per appeal</b>
<b>Re-inspection (Per Inspection over one) .....</b>	<b>\$ 50.00</b>
<b>Minimum Building Permit Fee .....</b>	<b>\$ 45.00</b>

## ELECTRICAL

New (Commercial/Industrial).....	\$ 0.07(sq.ft. minimum \$125.00) (Gross floor area rounded to the nearest \$. Plus circuits and fixtures)
Service Upgrade .....	\$45.00 + Fixtures, receptacles and circuits.
New Fixtures, Receptacles .....	\$ 4.00 ea. set of 10
New Circuits .....	\$ 3.00 ea.
New Clothes Dryer .....	\$ 45.00 + Mechanical
Service Reconnecting .....	\$ 45.00
Temporary Service .....	\$ 45.00
Commercial Pole Light .....	\$ 45.00 ea
New Water Heaters .....	\$ 45.00 ea
Fire Alarm Systems .....	\$ 100.00
Stationary Equipment .....	\$ 45.00
Commercial Heat & or A/C .....	\$45.00 (5tons or less) \$55.00 (5tons or more)
Duct Heaters .....	\$45.00 ea unit
Motors/Generators .....	\$45.00 (up to 5hp) \$55.00 (5hp and above)
Transformer/Vaults .....	\$ 45.00 up to 100kva ea \$ 90.00 100kva and over
Special Inspection .....	Cost of inspection
Re-inspection (Per inspection over one) .....	\$50.00
Minimum Electrical Fee .....	\$45.00
Failure to Acquire Permits .....	2x the cost of all permits or \$1000.00 which ever is greater + Cost of permits

## MECHANICAL

Residential Heat & AC, New Construction .....	\$90.00
\$60.00 per each additional zone over one	
Residential Heat or AC Only .....	\$ 55.00
\$ 45.00 per each additional zone over one	
Residential/Commercial/Industrial Heat or AC Replacement .....	\$45.00
Vents to Outside .....	\$45.00
Commercial Cooking Hood .....	\$45.00
Commercial/Industrial Heating or AC Only .....	\$ .025 per sq. ft.
Heating, Venting & AC (HVAC) .....	\$ .035 per sq. ft.
Replacement of Equipment (any size).....	\$ 45.00
Power Boilers (Commercial/Industrial).....	\$55.00 + \$1.00 per horsepower
Hot Water Boiler (Commercial/Industrial)...	\$45.00 + \$6.00 for each 100,000 BTU/HR over 300,000 BTU/HR
Steam Boiler (Commercial/Industrial).....	\$45.00 + \$6.00 for each 100lbs
Incinerators & Crematory.....	\$ 45.00ea
Unit Heaters .....	\$ 45.00ea
Duct Furnaces .....	\$ 45.00ea
Central Heating Furnaces .....	\$ 45.00ea
Space Heaters (hard wired).....	\$ 45.00ea
Confined space permit.....	\$125.00

## MECHANICAL

(Continued)

Refrigeration .....	\$45.00 + \$5.00 for each ton Over 5 ton
Conversion Burner .....	\$ 45.00
Unfired Pressure Vessels .....	\$ 45.00 (for first 50 sq. ft.) + \$4.00 each additional sq. ft.
Dryer (Laundry/Cleaners).....	\$45.00 (each)
Auto Lifts .....	\$ 45.00 (each)
Auto Emissions Exhaust Systems .....	\$ 45.00 (each)
Elevator Installation .....	\$ 50.00 (each) + NEIS inspection is required at owner's expenses
Paint Spray Booth .....	\$ 75.00 (each)
Special Inspection .....	Cost of Inspection
Re-inspection (Per inspection over one).....	\$ 50.00
Minimum Mechanical Fee .....	\$ 45.00
Failure to Acquire Permits .....	2x the cost of all permits or \$1000.00 which ever is greater + Cost of permits



## Fire

Fuel Tank Installation (Above ground).....	\$45.00
Fuel Tank Installation (Below ground).....	\$80.00
Fuel Tank Removal (Below ground).....	\$150.00
Hood Fire Suppression .....	\$ 150.00
Building Fire Suppression (sprinklers).....	Base fee \$135.45
Permit fee	1-100 heads, fee per head \$2.20
	101-300 heads, fee per head \$2.10
	301-500 heads, fee per head \$1.99
	501 + heads, fee per head \$ 1.78
Building Fire Suppression	
Inspection fee .....	\$ 100.00 per hour
Fuel Dispenser .....	\$45.00 ea
Gas Line Repair/Relocation/Installation .....	\$ 45.00
Gas Piping .....	\$45.00 + 15.00 per appliance

## PLUMBING

New (Residential) .....	\$45.00
	+ \$5.00 for each fixture and \$15.00 for each appliance
New (Non Residential).....	\$90.00
	+ \$5.00 for each fixture and \$15.00 for each appliance
Repair/Alterations (Residential/Nonresidential).....	\$0.068 sq ft
	Minimum \$45.00
Water Service Replacement(Well or Public system).....	\$45.00 (each 100 ft)
Sewer Replacement .....	\$45.00 (each 100 ft)
Fixture Installation (lavatory, water closet, floor drain, bathtub, shower, bidet, urinal, sauna, water heater, sump pump, ejector, grease trap, water fountain, etc...)	\$ 45.00 + \$5.00ea fixture
Appliance Installation .....	\$ 45.00 + \$15.00 each
(Dishwasher, clothes washer, garbage disposal)	
Gas Piping.....	\$45.00 + 15.00 ea Appliance
Other .....	\$45.00
Re-inspection (per inspection over one).....	\$55.00
Special inspection .....	Cost of inspection
Minimum Plumbing Fee .....	\$45.00
Failure to Acquire Permits .....	2x the cost of all permits or \$1000.00 which ever is greater + Cost of permits

## LABOR AND EQUIPMENT RATES

Building Official .....	\$50.00 per hour
Zoning Official.....	\$50.00 per hour
Administrative Assistant .....	\$45.00 per hour
Crew Leader .....	\$43.10 per hour
Laborer 1 .....	\$35.48 per hour
Laborer 2 .....	\$33.55 per hour
Laborer 3 .....	\$33.55 per hour

### Equipment

Pickup .....	\$100/day
Stake body .....	\$180/day
Dump Truck .....	\$255/day
Lawn mower .....	\$50.00/day
Weed Eater .....	\$35.00/day
Backhoe .....	\$ 195.00/day

## DOCUMENT COST

Town Code, all Sections .....	\$100.00
Zoning Ordinance .....	\$ 40.00
Subdivision Ordinance .....	\$ 7.00
Sections of the Zoning Ordinance, Town Code, or other documents. ....	\$ 2.50
Reproduction of any materials .....	Up to 10 pages \$0.25/page
	Over 10 pages \$2.50 + \$0.15/page +
time and materials of the Town staff	